

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **RECYCLING SPECIALIST I**

##### **DEFINITION:**

Under general supervision to coordinate the development and implementation of routine recycling projects; and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

This is the sub-journey class in the Recycling Specialist series. Most positions are classified at the Recycling Specialist II level, which is the fully trained journey level. In a training capacity, positions may be underfilled with Recycling Specialist I in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Recycling Specialist II, in that Recycling Specialists I typically are assigned routine and less complex projects under close supervision and guidance.

##### **\* EXAMPLES OF DUTIES:**

- Studies and researches assigned municipal recycling projects;
- Plans, develops and implements assigned recycling projects;
- Conducts grant fund research and prepares draft applications;
- Coordinates assigned private and public sector recycling projects;
- Conducts waste audits;
- Makes informational presentations to business and community groups;
- Prepares reports.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** one year of professional experience in the planning, developing, administering and/or implementing public or private recycling programs or non-burn resource recovery programs. A Master's degree in Public Administration, Business Administration, or Environmental Science may be substituted for a maximum of six months of the required experience. Additional qualifying professional experience may be substituted for education lacked on a year-for-year basis. Possession of a California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.